

# **VRIS UPDATE**

## **SELF-EMPLOYMENT SERVICES**

**Effective: 1/4/16**

**Number: 436**

### **SUMMARY OF UPDATES:**

The Program Manual-Case Services: Planned Services Self- Employment has been updated and changed to reflect the new Service Agreement with NebraskAbility.

The major changes occur under the Checklist Section: The checklist title will be changed to Self-Employment Checklist. The checklist revises VR responsibilities, the Referral process & the Authorization processes. It is an outline for Self Employment Services. It is now mandatory that the client completes the Questionnaire and be assessed for computer and math skills before referral.

The Self Employment Process section reflects all changes in more detail than the checklist. The Policy Section was updated to reflect changes of vendor but all policy remains the same. There are no changes to the Background & Training Information.

The forms have been changed to reflect the changes in process.

### **VRIS POSTING**

Program Manual-Case Services: Planned Service-Self-Employment:  
Sections: Checklist; Process; Policy; Forms

### **FORMS REVISED**

Self-Employment Discussion Questionnaire (Mandatory for all clients interested in self-employment)

Self-Employment Referral Form (New)

Self-Employment Crosswalk for QE-2 (New)

### **QE2 UPDATE**

NebraskAbility has been added as a vendor.

### **MONITORING REQUIREMENTS**

The Self-Employment Crosswalk outlines the authorization points. If additional hours are needed, the Office Director and Specialist make the determination. A task note is required that states the reason for more hours and the additional number of hours being authorized.

This is also reflected in the Process Section of the Program Manual. (See process: 4. Referral to NebraskAbility-6<sup>th</sup> Bullet Point.)

**TEAM COMMUNICATION**

Discuss the changes in Team Meeting.

**LEADERSHIP CONTACT**

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